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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 13 January 1958

FROM : Chief, Clerical Training

SUBJECT: Report Number 2, Week of 7 - 13 January 1958

1. Numbers in Clerical Induction Training. During the week of 7 January there were 49 people in Clerical Induction Training.

2. Numbers in Clerical Orientation Training. There were 20 people in Clerical Orientation for the week of 7 January.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 7 January were as follows:

	<u>Tested</u>	<u>Qualified</u>
Shorthand	4	3
Typewriting	9	6

4. [] Joins Clerical Training Staff. On 13 January [] joined the staff of Clerical Training to assume the duties of secretary to the Chief, Clerical Training. [] will fill the position which has been held by Miss [] who is resigning.



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